

Report for Week Ending 11 June 1958  
from  
Forms Management Branch

1. Contributions

a. Tangible

- (1) Completed 20 action<sup>6</sup> requiring the printing of 1,132,850 copies or sets of blank forms. This represents a decrease of 7 actions and an increase of 980,800 copies or sets as compared to last week.
- (2) Seven new and five revised forms were approved.
- (3) Five forms were made obsolete.

b. Intangible

- (1) Turned down an employee suggestion recommending perforated address chain-type routing tags on envelopes to lengthen the envelope's life span. Refinement of the chain envelope and the courier receipt will serve the same purpose better.
- (2) Made minor revisions in the Teletyped Information Report Forms 1 K, 1 K-1 and 1 K-2, Coordinated with DD/P and processed for procurement. 25X1A9a
- (3) Continued liaison with Messrs. [REDACTED] 25X1A9a  
[REDACTED] on the Forms [REDACTED] Coordin- 25X1C4a  
ation on individual forms is functioning satisfactorily.

2. Assignments

a. Active 25X1A9a

- (1) Mrs. [REDACTED] SD/OL has completed the review of all FMB control cards. A final check will be made, before the Supply Catalogs are printed, with the latest edition of the Numerical Index which is expected shortly from Machine Records.
- (2) The five Procurement Division forms which were sent to the Comptroller General for coordination have been returned. Specifications have been prepared on these forms which are presently out on bid.
- (3) Fifteen new and sixteen revised forms are pending.

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- (4) Five Employee Suggestions <sup>ARE</sup> pending.
- (5) In connection with the PSD Form Survey, <sup>HAS BEEN</sup> one form has been redesigned and <sup>the</sup> is being printed, another developed for future use when <sup>the</sup> current stock of a "bootleg" form is exhausted.



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